



**Office of the Director of Professional Development
North Central Region, Civil Air Patrol
U.S. Air Force Auxiliary
12602 Mohawk Lane
Leawood, KS 66209**

30 March 2006

MEMORANDUM FOR ALL WING PROFESSIONAL DEVELOPMENT OFFICERS

FROM: DCS/PD - NCR

SUBJECT: AFIADL Courses Enrollment Procedures - **For Immediate Action**

1. National Headquarters CAP has requested all Region Headquarters advise their Wing/PDs about the *new* procedure for enrollment in the Air Force Institute for Advanced Distributed Learning (AFIADL) courses which is now in effect. The FAX and mail procedures are no longer being processed and enrollment will be electronically only.
2. The attached memo from NHQ CAP/ED contains the information from AFIADL and is for immediate action and distribution to all CAP units. Several additional suggestions have been made to assist in the process:
 - a. AFIADL prefers use of the AU23 Form. Block 13 of this form provides student and approving authority names and signatures. These signatures can be typewritten and the authority name should include title (Unit commander, Professional Development Officer, or Test Control Officer).
 - b. When accessing Form AU23, download the form to a hard drive so it is readily available for current and future use.
 - c. When sending the Form to AFIADL send a copy to the Wing Test Control Officer (TCO) for monitoring and follow-up, and print out a copy for the student. CAPR 50-17, Para. 3b includes this requirement and states 'Failure to send an information copy to the Wing TCO will delay administration of exams.' The course examination is sent to the Wing TCO who forwards the course exam to the appropriate unit TCO (CAPR 50-17, Para. 3d, page 23).
3. Wing PD Officers are requested to send a copy of both this letter and attachment to all unit PDs in their wing immediately as this new enrollment procedure is already in effect. Thank you for your prompt attention and action

Attach (1)
CAP/ED

JOHN J. LEHR, Colonel, CAP
DCS/Professional Development

The signature is handwritten in black ink, appearing to read "John Lehr". Below the signature, the name "JOHN J. LEHR" is printed in a standard font, followed by "Colonel, CAP" and "DCS/Professional Development".



**Office of the Director of Professional Development
North Central Region, Civil Air Patrol
U.S. Air Force Auxiliary
12602 Mohawk Lane
Leawood, KS 66209**

23 March 2006

SUBJECT: AFIADL Courses Enrollment Procedure - IMMEDIATE ACTION

The move by Air Force Institute for Advanced Distributed Learning (**AFIADL**) and Air University (**AU**) to *total* on line processing of all non-resident course materials from enrollment to testing is very much in place. Every CAP Wing Test Control Officer (TCO) has been equipped with the required ".gov" address allowing the TCOs to request tests and receive input from Air University.

Course enrollment procedures have changed along with instructions on how to access the "e-enrollment" process. The FAX and mail procedures are *no longer* being processed.

The AU Registrar's office now has an electronic version of the course enrollment form. Please access <www.maxwell.af.mil/au/afiadl> and download either the new AU IMT23 form (requires 7.0 or higher Pure Edge Reader) or AU 23 form (requires 7.0 or higher Adobe Acrobat Reader.) The *new* form is to be sent electronically using the e-mail link provided on the form. This form will enhance the correspondence course enrollment process.

Discontinue using *all other* paper versions of the AFIADL Form 23 and ECI Form 23 as use of accepting enrollments by FAX has been stopped.

If assistance is required, contact the AU Registrar's office by e-mail to:
<student.services@maxwell.af.mil> or phone (334)953-8128. This information will also be included in the Knowledgebase and on the CAP web page.

Mark Wilkinson, CAP/ED (E-mail, 23 March 2006)
Professional Development Education Manager
<mwilkinson@cap.gov>
Phone: 1-888-211-1812, Ext. 364